

COMMONWEALTH OF VIRGINIA
EMPLOYEE GRIEVANCE PROCEDURE
APPOINTMENT OF HEARING OFFICER
FORM B

Qualifying grievances that are not resolved through the resolution steps may be advanced to a hearing which shall be the final step in the grievance procedure. The Director of the Department of Employment Dispute Resolution (EDR) shall assign a hearing officer to conduct the grievance hearing. All hearing officers shall be selected from EDR's Division of Hearings or on a rotating basis from the list of hearing officers maintained by the Supreme Court of Virginia.

TO: Director, Department of Employment Dispute Resolution
One Capitol Square
830 East Main Street, Suite 400
Richmond, Virginia 23219

Section A: Agency Request

Agency/Address:			
Issue/Date:	/		
Agency Contact Person:			
Contact Numbers:	Phone:	Fax:	
Agency's Representative at Hearing:		Telephone Number:	
Requested by (signature):		Date:	

Section B: Grievant Information

Name and Mailing Address:			
Work Facility /Location:	/		
Telephone Numbers:	Home:	Work:	
Status of Other Pending Grievance(s) By Employee:			
Other Employee Grievance(s) Arising From Same Incident:			

Section C: Response from Director of EDR

<i>The following hearing officer is assigned in compliance with §2.2-3005 (B) of the <u>Code of Virginia</u> to conduct the grievance hearing.</i>	
Name:	
Address:	
City/State/Zip:	
Phone:	Date of Appointment:



